



## Refund Request Form DPR Summer Camp 2016

Refund requests must be submitted to the Summer Camp Office using the Refund Request Form no later than one week prior to the start of the session. No refunds will be accepted after the deadline.

There is a 10% non-refundable processing fee for all camp registration. If you are requesting a refund for more than one camper, please fill out a request form for each child. Refunds are not given for partial camp attendance. It will take up to 4-6 weeks to receive refund made by money order, a check will be mailed to the mailing address we have on file. Credit/Debit cards payments will be refunded back to the card used to registered camper(s) within 7-10 business days. Refund will be mail to the mailing address we have on file.

Refunds may be submitted in person, by fax, or by email. If submitting by email or fax, please retain a copy of the fax confirmation or email read receipt.

**DPR Summer Camp Office**  
Columbia Heights Community Center  
1480 Girard St, NW, 4<sup>th</sup> Flr.  
Washington, DC 20009

**Hours:** Mon. – Fri. 9:30am – 5:00pm  
**Website:** <http://summercamps.dc.gov>  
**Phone:** (202) 671-0372  
**Fax:** (202) 671-2796  
**E-mail:** [dpr.camps@dc.gov](mailto:dpr.camps@dc.gov)

<b>Name of person requesting refund:</b>				
Mailing Address:				
Phone Number(s):		Home:	Work:	
Email Address:				
<b>Name of Camper:</b>				
<b>Receipt/Invoice Number:</b>				
Summer Camp Session(s) to refund (check <i>all that apply</i> )	<b>Session 1</b> <input type="checkbox"/> June 20 - July 1	<b>Session 2</b> <input type="checkbox"/> July 5 - July 15	<b>Session 3</b> <input type="checkbox"/> July 18 - July 29	<b>Session 4</b> <input type="checkbox"/> Aug 1 - Aug 12
Before & After Care to refund (check <i>all that apply</i> )	<b>Session 1</b> <input type="checkbox"/> June 20 - July 1	<b>Session 2</b> <input type="checkbox"/> July 5 - July 15	<b>Session 3</b> <input type="checkbox"/> July 18 - July 29	<b>Session 4</b> <input type="checkbox"/> Aug 1 - Aug 12
Summer Camp Location(s):				
Summer Camp Program(s):				
Reason for Refund Request:				
<b>Signature:</b>			<b>Date:</b>	

SCO Use Only--Date Received:

SCO Use Only--Date to Finance: